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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Intelligence School

DATE: 23 November 1960

FROM : Chief, Operations Support Faculty

SUBJECT: Weekly Report No. 42, 15 - 22 November 1960

## COURSE ACTIVITIES

### Operations Support:

Phase I of the Operations Support Course No. 43 is in the final week.

### Budget & Finance:

The Budget and Finance Course No. 24 is in the final week.

## OUTSIDE ACTIVITIES

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1. Messrs. [REDACTED] of OCR Graphics Register called on Mrs. [REDACTED] to discuss film requirements of the Operations Support Faculty. To give them an idea how films are used they audited a portion of the class discussion on the film "House on 92nd Street." Mr. [REDACTED] office no longer prepares a regular listing of new films but upon request he will provide a current list of such films that might prove useful for operational instruction. Therefore, it is planned to make such a request every six months.

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2. WH Division Training Officer requested tutorial training in Administrative Procedures subjects from the 19 to 23 December for an employee who has been with WH since September. Mrs. [REDACTED] felt this would not be efficiently using the time and effort of the instructional staff nor would it be fair to the employee to cover a three week Administrative Procedures course in one week. Many requests for tutorial training have been viewed from the WH Division. This is the first one that has not been complied with, but it is felt this may strengthen the Training Officer's stand when he endeavors to have the Branches put the employees in the regularly scheduled courses.

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## PERSONNEL NOTES

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1. Mrs. [REDACTED] was on annual leave one and a half days.
2. Mr. [REDACTED] was on annual leave two and a half days.

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